THE AICS NAVIGATOR

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ENHANCEMENTS TO AICS: VERSION 7.0

AICS Version 7.0 is scheduled for release in May 2000. Enhancements include the addition of the following:

Quick Forms: a means to complete a short narrative for an offline incident (a complete description of this feature is included on Page 2).

Address Fields on the Issue Incident Screen: collection of the address information on this screen allows for the creation of a narrative for offline incidents.

Property Searches: this features works similar to the person search but uses the property information fields (a complete description of this feature is included on Page 4).

Online Calendar: when a user is within a date field, depressing the F6 key will now display a calendar. Doubleclicking on a date in the calendar will place the date in the field (a sample can be seen on Page 3).

Totals on Reports: a total is now displayed at the bottom of the following reports: Incident Log, Audit, Incident Property, Property ORI, Status, Changed Property, Arrest Detail, Incident, Arrest Summary by ORI, and Arrest Summary by County.

Expanded Access to Incident Books: the Freedom of Information (FOI) Unit of the Criminal Justice Information Center (CJIC) will now be able to display worksite incident books. This will assist them in processing FOI requests on offline incidents.

Built In Word Processor: AICS programmers have built a word processor into AICS. This new word processor eliminates the dependency of AICS on Microsoft Word to run the program. This also discontinues the requirement that AICS make changes each time Microsoft updates its software.

Option to Not Print Property Report: users can now indicate they do not want the property report printed when they select 'print all narratives'.

MICR Edits: edits were added to further comply with MICR 1) File class 13002 will require a weapon be entered; 2) A business will no longer be allowed to be entered as a victim for file class 36004; 3) Arrest charges will now require a corresponding file class as the primary or a sequential (i.e., an arrest charge of 2601 will require that 26001-Fraud be either the primary file class or listed as a sequential file class for the incident).

Updated Tables: new NCIC codes have been added to the vehicle, watercraft, and guns tables. Users can see the updated lists when they activate the respective pick boxes.

New PACC Matrix: the arrest violation code matrix has been updated with the newest laws. The new sex offender registration arrest codes can be found in the table.

QUICK FORM
(New Offline Narrative)

The Issue Incident screen has been modified to include a Venue information and a Quick Form text box.

New Fields

The Venue information can now be entered on the Issue Incident screen for both Offline and Online reports (the information will pre-fill the Original screen for Online reports). The County and City/Twp are required before the Issue Incident screen can be saved and the Incident Number assigned.

The Q Form (Quick Form) button becomes active when a user selects a report type of 'Offline Report'.

This text will be typed into the paper narrative under the heading of Summary.

Clicking the Q Form button will open a text box (see sample above). This area can be used to record notes about the incident that should be attached to the incident in the master file. This information can then be printed in a format similar to the Online Report Narrative. All information from the Issue Incident screen and the Quick Form field are included on the narrative report.

WARRANT ARREST REPORTING IN AICS

ORIGINAL WARRANTS:
When a person is arrested on an original warrant **HELD** by the arresting agency:

- supp your original incident
- select the Apprehension Type of Patrol Arrest or Summoned/Cited (Not Warrant/Fugitive)
- enter the Arrest Charge of the original charge

When a person is arrested on an original warrant **NOT HELD** by the arresting agency:

- open an incident with the file class of the original charge
- carry the incident as an ASSIST by entering the originating agency's ORI into the Assist field on the Original screen
- select the Apprehension Type of Warrant/Fugitive
- enter the Arrest Charge of the warrant

ORIGINAL AND BENCH WARRANT COMBINATION:
When a person is arrested on an original charge AND found to have an outstanding warrant which is **NOT HELD** by the arresting agency:

- open an incident with a file class of your original charge AND add a sequential file class of 50000-Obstructing Justice
- enter the Apprehension Type of Patrol Arrest or Summoned/Cited (Not Warrant/Fugitive)
- enter two Arrest Charges. The first Arrest Charge is the original charge and a second Arrest Charge of 5001-5099 should be entered.
- NOTE: the incident should not be carried as an assist. Entering an assist ORI would tell the system that both arrests were assisting another agency.

BENCH WARRANTS:
When a person is arrested on a bench warrant:

- open an incident with a file class of 50000-Obstructing Justice
- enter the Apprehension Type of Warrant/Fugitive
- the Arrest Charge would be 5001-5099

COMMON QUESTIONS

What does
Runtime Error 7-Out of Memory Mean?

When the user tries to print a property label, an error message displays: "Runtime error 7-Out of Memory".

The Property Label program must be re-installed. Complete instructions to re-install the program can be found in the January 2000 issue of the AICS Navigator or by contacting the AICS Help Desk at 517/336-6411.

Why is my Review screen and/or
Incident Book screen blank
when I do an inquiry?

The Review screen is opened and a request for incidents is made but no incidents are displayed in the list box (this may also happen in the Incident Book screen).

The 'Courier New' font required to display the information on your screen has become corrupted or deleted. MSP users should contact the CJDC Help Desk at 517/336-6123 so that a trouble ticket can be opened. The district microtech will come to the worksite and re-install the font on your machine. Local agencies should contact their local microtech for installation of the font.

How do I change a name
in the User Profile Screen?

A user's name cannot be altered in AICS on the User Profile screen. Delete (Del) the user and then 'Add' the user with the correct spelling.

Why isn't my narrative being saved
in the AICS _Standalone_ program?

The user must complete the 'Set-Up' screen for the program to correctly save the narrative. The 'Set-Up' screen is the first screen you see after you doubleclick the Standalone AICS icon. The field labeled 'User ORI' must be filled out completely (i.e., MI3301100).

New Online Calendar

Users can activate a calendar by depressing the F6 key on their keyboards while in date fields: Date of Incident ('On / After' and 'And Before'), Date of Report, Stolen Date, and Recovery Date. Doubleclicking on a date in the calendar will place the date in the respective field.

If you activate the calendar and wish to exit without selecting a date, press the 'ESC' (escape) key on your keyboard.

IMPORTANT

SHOULD PLEA BARGAINS BE ENTERED IN AICS?

Arrest charges on AICS incidents should not be modified to reflect prosecutor's decisions to plea an arrest to a lesser or different charge. The incident should indicate the original arrest charge at the time of the arrest as required by MICR and NIBRS. The Criminal History files are updated with the new arrest charge upon the prosecutor's decision to plea the case. Arrest charges should only be changed in AICS incidents when an erroneous arrest charge was entered.

PROPERTY SEACHES

AICS Version 7.0 will include a property search segment. Users will now be able to search on Articles, Drugs, Guns, Location, Miscellaneous, Parts, Premises, Securities, Vehicles, and Watercraft. Searches will return hits on in possession and not in possession property.
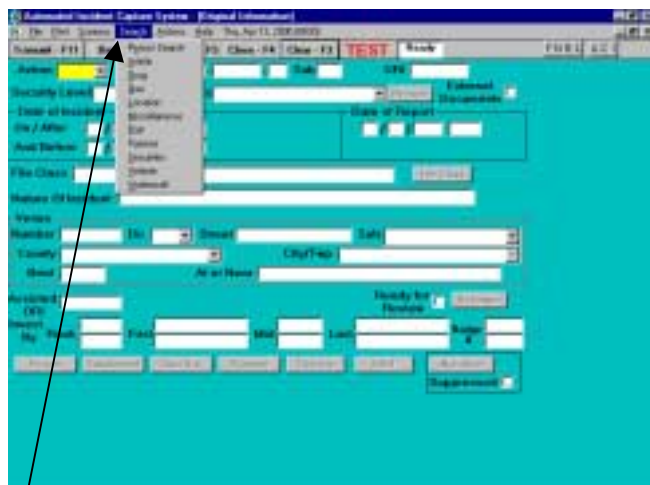
There are two ways to access the Property Search Segment. The first is to click on the search menu from the AICS title bar, then select the appropriate screen from the list.
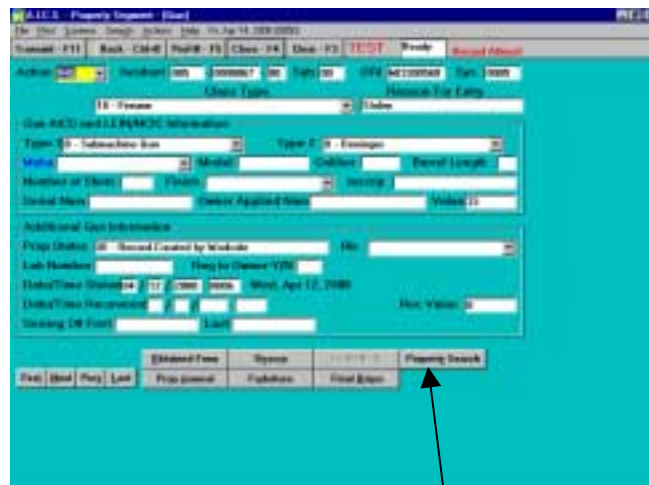
The second way is to click on the property search button located on the property detail screens. When used in this manner, the information on the detail screen will be carried to the search screen.
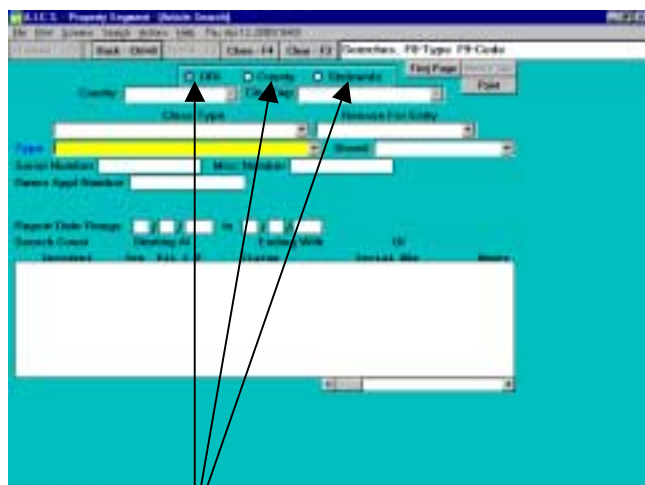
A user can select one of three geographic parameters: within their ORI, within their County and/or City/Township, or Statewide. The user will be prompted as to which fields are required based on the geographic parameter selected.
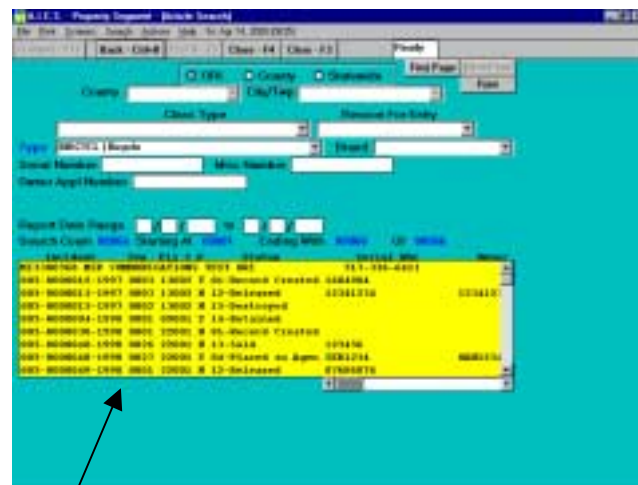
Property matching the selected parameters will be displayed in a list box. Doubleclicking on a specific property item in the box will display the Property Detail screen for the property item in an inquiry only mode.